

Privacy notice

We respect your privacy. This notice explains how we collect, process, protect and share your personal data.

1. Our full details

I am Andrew John William Long, trading as AJW Tennis, head coach of the tennis section of Kenton Club (Middlesex) Limited, company number 00649946, whose registered office address is Kenton Park Road, Kenton, Harrow, Middx, HA3 8UB.

2. The data we collect about you

We may collect, use and store the following types of personal data about you:

- Identity data including your full name, date of birth and gender.
- contact data such as your address, email address and telephone number and, where applicable, a parent's or guardian's contact details
- Financial data including bank account and payment card details.
- Transactional data such as our communications with you and your use of our facilities and services
- Where you have volunteered this, your health or medical conditions, so that we can cater for you when you participate in our activities or events.

3. How we collect data about you

- We may collect data about you in the following ways:
- Directly from you, for example when you request coaching, purchase services, request information or give feedback.
- From third parties such as a family member who has applied for coaching on your behalf, from the tennis section of Kenton Club (Middlesex) Limited or from publicly available sources such as the Lawn Tennis Association.

4. How we use your personal data

We will use your personal data only for the following purposes:

- To run competitions and matches and process data from them, communicate with you about coaching or other activities, facilities, events or services that we think may be of interest to you, maintain the courts and grounds, including arranging for the services of volunteers, administer activities and events and supply products or services.
- To comply with our legal obligations including health and safety legislation and obtaining checks on coaches and volunteers for safeguarding purposes

- To pursue our own legitimate interests such as analysing the use of and promoting our facilities and services.
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5. How we share your personal data

We may share your personal data:

- With the tennis section of Kenton Club (Middlesex) Limited for the purpose of providing coaching
- With external contractors, other coaches and suppliers of goods and services
- With professional advisers or service providers such as lawyers, bankers, auditors, accountants and insurers
- Where required with regulators and other authorities.

6. How long we will store your data

We will retain your personal data for the duration of your membership and then for a period of six years after your last interaction with us.

7. Your legal rights

You have rights to:

- Access: to be provided with sufficient information about the personal data we hold about you to enable you to verify its accuracy and the lawfulness with which it is being processed
- Rectification: to require us to correct any incomplete or inaccurate data that we hold about you
- Erasure: to require us to delete your personal data when it is no longer necessary for the purpose for which it was collected or processed
- Restrict processing, as an alternative to erasure
- Obtain and reuse your personal data for your own purposes.
- Object to our processing your personal data unless we have compelling legitimate grounds which override your interests, rights and freedoms.
- Withdraw consent at any time where we are relying on your consent to process your personal data.

Please note that the above rights are not absolute, and we may be entitled to refuse requests in certain circumstances.

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK regulator for data protection issues (www.ico.org.uk). We would, however, appreciate the chance to deal with your concerns before you approach the ICO so please contact us in the first instance.
